



# Working With Children Checks



As you may be aware, Governments across Australia have introduced a checking system that affects many adults who work or volunteer with children. The WWC check helps to protect children from sexual or physical harm by checking a person's criminal history for serious sexual, serious violence or serious drug offences and findings from certain professional disciplinary bodies such as the Victorian Institute of Teaching.

A unique feature of the WWC Check is the ongoing monitoring of the criminal records of those who hold a WWC Check card. When the Department of Justice is notified that a person with a WWC Check Card has been charged or found guilty of a relevant offence or had a finding against him/her made by a relevant professional body, that person's suitability to hold a WWC Check Card will be reviewed.

Scouts Australia requires that all Leaders and Rovers will have a current WWC Check Card.

## **If you don't have a Volunteer *or* Employee WWC Check Card**

Please consider getting one. Forms are available from Post Offices. (***The new form, showing November 2008 or later on front bottom left, must be used***). The Volunteer version of the card will not cost you anything apart from a proper passport photo.

### **When filling out the form, please note:**

*Pages are numbered in two lots – the 'Guide' and the "Application Form". Page numbers here are for the Application Form.*

1. Section D on page 2 - Two codes to be put here
  - 10 (*overnight camps*)
  - 72 (*clubs & associations directed at children – Year 4 Group*)  
(note – Justice Dept says these codes are for their statistical purposes only)
2. Section E on page 3 - Organisation:
  - Scouts Australia
  - 152 Forster Rd.
  - Mt Waverley Vic 3149
  - Ph. 03 8543 9800

The form must be submitted at a Post Office. When you have your receipt number, please give me your details. Similarly, when your card comes in the mail, please let us know the extra info (*See "Letting us know about it" - below*).

## **If you already have a Volunteer *or* Employee WWC Check Card**

So that Scouts Australia is listed as a notifiable party on your Card, please fill out a "Notification of change of personal details" form.

This form can be downloaded from: <http://www.justice.vic.gov.au/workingwithchildren>

- Click on "Forms"
- Click on "Change of personal details form"
- Click on "[Change of Personal Details Form \(PDF 257KB\)](#)"
- When filling out the form, *please use the details specified in the previous section of this note for the 'organisation'.*

This form gets mailed in. Similarly to getting a new card, please let us know the details (*See "Letting us know about it" - below*).

## **Letting us know about it**

Your card needs to be registered on the Branch system so they know you have your WWC Check. For this to happen, you need to give us the following info:

1. Your name *exactly* as it appears (or will appear) on your WWC Card
2. Your Card Number (or Receipt Number initially, followed by the Card Number when you get it).
3. Expiry date of the Card
4. Your Date of Birth
5. Confirm to us that Scouts Australia is listed or being listed as a notifiable party (see above)